



2014 TGMI Alumni Steering Committee Meeting Minutes

Subject	February TGMI Steering Committee Meeting Minutes	
Location	Nashville, TN Tower, 17th Floor, Conference Room B & 615-532-4599	
Date/Time	2/11/2014 2:00 PM CST	
Quorum	Yes	
Attendees		
X – in person		
P – on call	X April Romero, Chair	
A – Absent		
X	Michelle M. Smith, Present Class S.C. Member, Secretary	A Terry Malone, Member-at-Large (Year 2)
A	Vicky Hutchings, Vice Chair	P Dr. Gary Peevely, University of Tennessee
X	Lauren Hill, Past Chair	A Greg Spradley, Member-at-Large (Year 2)
X	Susan Burdette, Member-at-Large (Year 1)	A Kim Harmon, Past Class Member
P	Tina Fox, Past Class S.C. Member	X Archie Doby, Member-at-Large (Year 1)
A	Trish Holliday, DOHR Ex-Officio	X Bruce Balcom, Present Class President
P	Stefani Mundy, University of Tennessee	X Antonio Meeks, HR Representative

Recent Accomplishments:

- Alumni Survey completed for 2014 events
- Goals for 2014 identified by all subcommittees
- Previous class chair plaque for Debbie Rivers ordered
- Facebook secret group created

Items Coming Out of TN Government Leadership Council – April Romero:

1. Lauren Hill has been added to the 2014 Council as Past Chair of TGMI Steering Committee.
2. Reminder to apply for your Black Belt – BBLP!!!
3. There will be a new employee on-boarding initiative starting 8/1/14 – governor will meet with all new employees, there will be a website with all new employee forms for one point of contact to complete forms before arriving on the first day, also temporary parking decals can be printed from the site. This is an initiative to help with employee retention.



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4. Mentor Tennessee update – launches with the 360 that we did in TGMI, not “topic” driven but “competency” driven, 3 roles – mentee, mentor & program administrator and all earn points toward your BBLP. This will be a very selective application process, DOHR to develop webinar training; obvious pool of candidates for agencies to be mentors will be TGL alumni.
5. The Systems Thinking subcommittee has selected the first two applicants for award of the “Statewide Customer Service”.
6. The Communication subcommittee is working on the newest newsletter. Anyone interested in points for the BBLP can submit book reviews for publication in the newsletter by 2/14/14.
7. Email address has been created for the Council – Leadership.Council@tn.gov
8. The Vision subcommittee discussed challenges with the registration on the website for the BBLP and encouraged us all to register. They also finalized the recommended reading list.
9. Employee survey regarding pay for performance will be sent to TGL Alumni (LEAD, TGMI, TGEI) @ 1,500.
10. Kicking Off of the 2014 Leadership Book Club was discussed and a limit of 50 participants was agreed upon. Kickoff scheduled for 2/12/14.

Discussion:

1. Call to Order (Time: 2:04), Welcome Guests – April Romero.
2. University of Tennessee Update – Dr. Peevely or Stefani Mundy.
 - a. Dates for Spring and Fall TGMI and TGEI have been scheduled.
 - i. TGMI Orientation at Ellington Agricultural Center April 21 2:30 – 4:30
 - ii. TGMI Week 1 at Montgomery Bell State Park May 4-9
 - iii. TGMI Week 2 at UT Knoxville June 8-13
 - iv. TGMI Graduation at Old Supreme Court Chambers August 18 9:30 – 11:30
 - v. TGEI Orientation at Ellington Agricultural Center April 18 2:30 – 4:30
 - vi. TGEI Week 1 at UT Knoxville September 21-26
 - vii. TGEI Week 2 at UT Knoxville October 27-31
 - viii. TGEI Graduation at Old Supreme Court Chambers November 19 9:30 – 11:30
 - a. UT’s expectations of the Steering Committee are as follows:
 - ix. Orientation Support
 - x. Luncheon Speakers
 - xi. TGMI Cookout – Montgomery Bell, Thursday, May 8th
 - xii. Speaker For Class Elections – Knoxville, Week of June 8 – 13
 - b. Stefani Mundy expressed her excitement at being a part of the TGL experience.
 - c. Dr. Peevely to follow-up on football tickets, football parking, and connections to area restaurants for Alumni during the second week of TGMI for a possible social event.
3. TGMI 2014 Steering Committee Binders – April Romero – April distributed binders to Committee Members that were not present in person at the January Steering Committee Meeting. April will also interoffice mail the binder to Tina Fox.
4. Treasurer Report – reported by April Romero in Terry Malone’s absence
 - a. Previous Balance \$3,063.35, Deposited \$125.00 for the holiday breakfast, Paid Montgomery Bell \$1,561.11, sent check to St. Jude \$580.00, Current Balance \$1,047.24.
 - i. Terry received a nice voicemail of thanks from St. Jude.
 - b. Plaque for Debbie Rivers is complete and ready to pick up, invoice not received yet, but cost is \$82.99. Southern Trophy House is located at 2705 Nolensville Road, Nashville, TN 37211. Bruce will pick up the check from Terry and give it to Michelle, who will pick up the plaque and bring to the next Steering Committee meeting to deliver to Terry to mail to Debbie Rivers.
 - c. Ten people still have not paid for the holiday breakfast. Terry will be sending official emails out from the TGMI Steering Committee Treasurer in attempt to collect these amounts. Any Steering Committee Members who know these individuals will be sending email reminders to pay.



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5. Secretary Report – Michelle Smith
 - a. January Steering Committee Minutes have been placed on the DOHR website and on Linked In. Notified by Mike Travis that the January 2013 and January 2014 minutes on the DOHR website had gotten put in the wrong place. DOHR was notified.
6. Charter Committee Report – April Romero
 - a. Goals for 2014
 - i. Hold any elections necessary
 - ii. Create TGMI Alumni Chair Procedures manual.
7. Communications Committee Report – reported by April Romero in Vicky Hutchings absence
 - a. Facebook Secret Group created. Propose that the class reporters invite their class to join the group to avoid duplications and non-alumni from joining. Specifics for this will be included in the March Committee minutes.
 - b. Goals for 2014.
 - i. Have each class contribute at least one article for the Summer/Winter newsletters
 - ii. Each month provide a brief update on programs currently underway to promote the Black Belt Leadership program
 - iii. Work with communications committee to develop ways to drive up participation
 - iv. Cleanup website (Remove old information)
 1. Remove candidates banner – replace with Leadership Book Club banner that provides information about the club and the latest book being read
 2. Update the Save the Dates section with current 2014 events.
 3. In TGMI Network, add a paragraph about the Facebook page; update the LinkedIn page information; eliminate the ‘Alumni Network Members’ section; add 2013 class to Class Rosters section; either update or remove ‘Steering Committee’ page as the 2013 Steering Committee Members section provides that information.
8. Community Service Committee Report – Tina Fox
 - a. Goals for 2014
 - i. Hold at least one service project per quarter in 2014
 - b. Responses to TGMI Event Survey
 - i. The following people have joined the subcommittee: Derrick Smith, Jon Zirkle. Tina will contact them both and welcome them to the committee.
 - ii. The following goals were offered for community service events:
 1. Complete service projects at least quarterly. Consistency of events will be a focus. Events will be scheduled across the regions and Alumni and family will be encouraged to participate.
 2. Second Harvest Food Bank events will be scheduled. Other opportunities will be discussed and scheduled through this Committee and placed on the Save the Date portion of the website.
 3. Habitat for Humanity has a waiting list and more volunteers than they need.
 4. People participating in the Black Belt Program need community service opportunities. Education related: books from birth, book ‘em, pencil foundation. There’s SO many non-profits out there.
 5. There have been volunteer opportunities in the past with the zoo for things such as assisting with building the park. More information is needed on this.
9. Business Events Committee Report – Michelle M. Smith
 - a. 2014 Goals



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- i. Increase alumni participation in the TGMI Alumni Holiday Breakfast/Business Meeting.
 - ii. Establish a method for Holiday Breakfast registrants to pay online/electronically. (PayPal and EventBrite)
 - iii. Reduce unpaid Holiday Breakfast registrations to zero.
 - iv. Increase charitable giving from the Holiday Breakfast both in pounds of food donated and dollars donated to St. Jude.
 - v. Coordinate plans for Class of 2014 events:
 - 1. Hospitality for TGMI Orientation.
 - 2. Cookout the first week of TGMI.
 - 3. Meeting with 2014 Class during the second week of TGMI.
 - b. Two members added to the Business Events Committee – Julie Johnson, Sherree Hall-Crowder
- 10. Education Development Committee Report – Susan Burdette
 - a. Five members added to the Education Development Committee – Bruce Balcom, Mehran Mostajir, Stephen Reksten, Richard Kennedy, Julie Perry.
 - b. Goals for 2014
 - i. Brown bag lunches. (2 – 3 will be scheduled)
 - ii. Speakers Bureau – The following people are interested in joining the Speaker's Bureau – Derrick Smith, Ross White, Steve Hawkins, Jon Zirkle, Michelle Smith, Antonio Meeks.
 - iii. Book Club
 - iv. Responses from the survey will be reviewed and decided on with the Committee members.
 - c. Responses to TGMI Event Survey
 - i. The following suggestions were offered for brown bag lunch and learns:
 - 1. Performance Management Program.
 - 2. Retirement prep for those of us that still have 10-15 years more to go
 - 3. TBI, Metro Police, and maybe THP have a citizen's program. Perhaps we could do the highlights for a lunch and learn?
 - 4. I know you have presented the TEAM Act, maybe TDAP would be a good subject.
 - 5. Budget and emerging HR issues
 - 6. I enjoy all the brown bag lunches. There are several alumni that work for TDOT that could present on different topics if any were requested. – Jon Zirkle
 - 7. Personal Finance- how to budget and save for the future; Dave Ramsey
 - 8. RETIREMENT
 - 9. The State's approach for addressing Affordable Care Act.
 - 10. Retirement Contract processes
 - ii. The following suggestions were offered for agencies/services we'd be interested in learning more about:
 - 1. Tennessee Regulatory Authority
 - 2. TBI, TWRA
 - 3. better understanding of state revenue and the overall state budget
 - 4. Arts and Entertainment
 - 5. TBI
 - 6. Almost all are interesting, Corrections, Revenue, etc.
 - 7. F&A
 - 8. Agriculture, TRICOR, Correction
 - 9. The State's approach for addressing Affordable Care Act.
 - 10. F & A contract processes



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11. General Services
12. Environment and Conservation
13. THP, TBI, Prison System
- iii. The following suggestions were offered for what is one interesting/unique service you feel your agency has to offer State employees that you would like more people to learn/know about:
 1. THP, Driver Services – Zachary Nixon
 2. Giving out information on all consumer matters – Ross White
 3. Forest Management assistance – Dave Walters
 4. Opportunities to work with persons with intellectual and developmental disabilities.
 5. foreclosure prevention counseling - not as critical to employees themselves (perhaps) but is important to know about to help friends, family, clients
 6. Lower interest mortgages to first time homebuyers who qualify
 7. How Disability Services and the disability process relates to SSA and the public
 8. GIS inventory of roadway assets
 9. The Judicial System in general
 10. Not unique and not particularly popular but Department of Revenue has a portal to allow Tennesseans pay use tax on items bought from out of state; need to educate state employees to do the right thing and self report
 11. Developing own supervisors training
 12. property assessments in the Comptroller's Office
 13. Discounts at State Parks
 14. Forest Management assistance
 15. Foreclosure prevention/payment assistance
 16. how not to reorganize
 17. honesty and quality work
11. Social Events Committee Report – Archie Doby
 - a. Goals for 2014
 - i. Schedule twelve to fifteen events this year.
 - ii. Create and maintain a social events calendar
 - iii. Responses from the survey will be reviewed and decided on with the Committee members.
 - b. Responses to TGMI Event Survey
 - i. The following suggestions were offered for “other” Social Event ideas:
 1. Laser tag or paintball, happy hour. simple, short, easy to plan, and allows for networking with everyone, not just who you are sitting beside, TGMI picnic - either catered or potluck with members bringing dishes, Bar Louie, Request some social events at Sounds, Preds, during the week. I do not return to Nashville on weekends
 - ii. Percent of interest in:
 1. Softball tournament – 25% yes, 75% no
 2. Golf tournament – 12.5% yes, 87.5% no
 3. TPAC – 41.7% yes, 58.3% no
 - a. Ideas: Broadway shows and TN Rep plays, Pick one most people should like, Any entertainment event, I have attended Broadway plays and Tennessee Rep events at TPAC and they were all enjoyable, musicals, musical, any upcoming show, Musicals, play



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4. Hike – 45.8% yes, 54.2% no
 - a. Ideas: Appalachian Trail, Radnor, Warner, Beaman Parks, state parks, Fall Creek Falls, Warner and Beaman Parks are great local spots and there are several state parks and natural areas in the mid state that would make great Saturday hikes, Radnor Lake, Fall Creek Falls, Gatlinburg, Fall Creek Falls, Radnor Lake or Beaman Park, Warner park, Radnor lake
5. Event at Dave & Busters – 54.2% yes, 45.8% no
6. Nashville Zoo – 62.5% yes, 37.5% no
7. Regional Social Event – 45.8% yes, 54.2% no
 - a. Ideas: banquet, could have a short-drive hike or community activity, A hike, sporting event, or brown bag lunch are all interesting things to do if schedule allows, Something at a state park, Lunch or dinner social, picnic, something centrally located in each region, such as a state park
8. Sounds game – 50/50
9. Predators game – 66.7% yes, 33.3% no
10. Titans Game – 41.7% yes, 54.2% no
 - a. Suggestions for seating: - I have season tix already so this event would not appeal to me but I would help coordinate. – Jon Zirkle
- c. Lauren Hill will get with TGEI to coordinate a Golf Tournament
- d. Terry Malone will schedule a Softball Tournament
- e. Archie Doby will create a TGMI Toastmasters club. Alumni interested in participating in the Toastmasters club are Zachary Nixon, Derrick Smith, Steve Hawkins, Michelle Smith, April Romero.
12. New Business – April Romero
 - a. Other Survey response that didn't fall into a category already listed above:
 - i. Would where you work be a great place to host a tour?
 1. Yes, my location is: - Ellington Agriculture center – Dave Walters
 2. Yes, but there is a similar facility in Nashville, Middle TN. Mental Health Institute. My location is Western Mental Health Institute
 3. Supreme Court (the historical library is great.)
 4. Lauren suggested contacting Mike Cole to schedule a tour of Bicentennial Mall. Susan will make contact with Mike.
 - ii. Other suggestions for Steering Committee to work on:
 1. WORK ON HAVING EVENTS IN WEST TENNESSEE
 - b. Outreach activities to agencies that have few or no participation in TGMI, TGEI, or LEAD. Antonio will discuss this with DOHR on 2/14/14.
 - c. Small discussion of coordination within agency for TGMI agency alumni to meet with incoming 2014 class prior to orientation to set the tone for a positive experience, more discussion next month.
 - d. Small discussion of plugging TGMI Alumni into the Wellness Council, due to time it was decided to table this discussion to next month.
 - e. Small discussion of Community Outreach, due to time it was decided to table this discussion to next month.
 - f. Terry Malone was suggested as coordinator of Child Mentorship program.
13. Meeting Adjourn (Time: 3:30) – April Romero

Dates to Remember



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- Future Steering Committee Meetings – Meeting in Nashville at the TN Tower 17th floor Conference Room B and on Bridgeline 615-532-4599 from 2:00 p.m. until 3:30 p.m.: March 11, 2014, April 8, 2014, May 13, 2014, June 10, 2014, July 8, 2014, August 12, 2014, September 9, 2014, October 14, 2014, November 18, 2014 and December 9, 2014.
- December 4, 2014 noon – till, Set up for Holiday Breakfast, Ellington Agricultural Center.
- December 5, 2014 – Annual Alumni Meeting/Holiday Breakfast, 8:30 a.m. Ellington Agricultural Center.
- TGMI Orientation at Ellington Agricultural Center April 21 2:30 – 4:30
- TGMI Week 1 at Montgomery Bell State Park May 4-9
- TGMI Week 2 at UT Knoxville June 8-13
- TGMI Graduation at Old Supreme Court Chambers August 18 9:30 – 11:30

Future Meeting Availability

- Archie Doby will not be able to attend the monthly Steering Committee meetings in August and September.
- Greg Spradley will not be able to attend the monthly Steering Committee meeting in March.

Respectfully submitted by Michelle M. Smith on 2/12/14.